



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 12, no. 21

GP 3.16/3-2:12/21

September 30, 1991

Depository Library Council Will Meet in October

The Depository Library Council to the Public Printer will meet on October 22 and 23, 1991 to discuss policy issues regarding the Federal Depository Library Program. The Council will meet in the Carl Hayden Room at GPO, located at 732 North Capitol Street NW, Washington, DC 20401.

The meeting is open to the public. Those wishing to attend must register by contacting:

John Tate
U.S. Government Printing Office (SL)
Washington, DC 20401
(202) 275-1109
Fax: (202) 275-7434

A limited number of hotel rooms have been reserved at the Quality Hotel Capitol Hill. Room cost per night is \$85.00. When making reservations, mention the GPO Depository Library Council meeting. Contact the reservations desk at:

Quality Hotel Capitol Hill
415 New Jersey Avenue NW
Washington, DC 20001
(202) 638-1616 or
1-800-221-2222



GPO Phone Numbers to Change October 15

On October 15, the GPO phone number prefix 275 will change to **512**. In addition, the last four digits of many GPO phone numbers may also change. LPS has been assured, however, that the last four digits of the Depository Services numbers will remain the same. Starting on October 15, Depository Services may be reached on **202-512-1119** and **202-512-1109**.

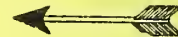
Other numbers will be announced as soon as they are available.



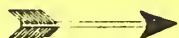
Agenda, Fall 1991 Council Meeting



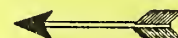
Tuesday, October 22



- 8:30 - 12:00
noon
- Call to order
Welcome - Public Printer, Superintendent of Documents
Introduction of observers
Council discussion of issues:
1. Electronic media - What does it include? Standards?
Preservation/archival nature of this medium.
 2. Title 44 and electronic media - Priorities for electronic
dissemination; criteria for selection; allotting of access
time to depositories.
- 12:00 - 1:30 Lunch
- 1:30 - 3:00 Continuation of issue discussion.
3. What does an electronic depository look like? --
guidelines/inspection changes.
 4. The user community - special constraints/challenges.
- Review highlights of discussions.
- 3:00 - 4:30 Public Printer comments and discussion with Council -
Public Printer, Superintendent of Documents, GPO staff.
- 4:30 - 5:00 Observer comment period
- 5:00 Recess until 8:30 a.m., Wednesday



Wednesday, October 23



- 8:30 - 10:00 Reconvene meeting.
Review highlights of the discussion from prior day.
- 10:00 - 10:30 Observer comment period.
- 10:30 - 11:30 Public Printer - Remarks; suggested topics for the next meeting.
- 11:30 - 12:00 Group discussion of process.
noon
- 12:00 Adjournment.



Public Printer Names Five To Depository Library Council

Public Printer of the United States Robert W. Houk has named five new members to the Depository Library Council to the Public Printer. They are: Miriam A. Drake, Dean and Director of Libraries, Georgia Institute of Technology, Atlanta, GA; Beth Duston, President, Information Strategists, Manchester, NH; Kay Schlueter, Director, State Law Library, Austin, TX; Honorable Richard J. Varn, State Senator, Solon, IA; and John H. Weiner, Director, Information and Administrative Services, Energy Information Administration, U.S. Department of Energy, Washington, DC.

The Federal Depository Library Program (FDLP), administered by the U.S. Government Printing Office (GPO), provides Government publications free of charge to 1,400 libraries in the United States and its territories. Approximately 50 "regional" depositories receive all publications distributed through the FDLP for permanent retention, to ensure that archival resource collections of Government documents remain available throughout the United States. The remaining "selective" depositories may choose to receive only specific categories of Government publications to meet local needs. In return for receiving Government documents at no cost, depository libraries make them available to the public, and provide appropriate assistance with their use.

The Federal Depository Library Program is one of the major means by which the Federal Government fulfills its information dissemination responsibilities to the citizenry. In fiscal year 1990, more than 24.6 million copies of 54,000 titles in both paper and microfiche formats were distributed to the depositories. A recent study indicated that over 167,000 people each week use Government information in depository libraries.

The Depository Library Council to the Public Printer advises the Government Printing Office on FDLP-related issues. The Council consists of 15 representatives of the Government information community, who serve for a term of 3 years. Each year, five members are appointed by the Public Printer.



Members, Depository Library Council To the Public Printer, As of 10/1/91

Term October 1989 - September 1992

Christine Kitchens
Broward County Main Library
100 S. Andrews Avenue
Ft. Lauderdale, FL 33328

(305) 357-7418
Fax # 305-761-7240

Janet Fisher (Chair)
Assistant Director, Research Division
Arizona Dept. of Library,
Archives & Public Records
1700 W. Washington
Phoenix, AZ 85007

(602) 542-4417;
(602) 542-3701 (Messages)
Fax # 602-542-4400 or 542-4500
E-Mail: ASJLF@ASUACAD

Maria Teresa Marquez
Government Publications Dept.
University of New Mexico
General Library
Albuquerque, NM 87131

(505) 277-4241
Fax # 505-277-6019
E-Mail: TMARQUEZ@UNMB.
BITNET

Ms. B.J. Swartz
Librarian
UMDNJ and Coriell Research Library
401 Haddon Avenue
Camden, NJ 08103-1505

(609) 757-7740
Fax # 609-757-7713
E-Mail: SWARTZ@SOMA.
UMDNJ.EDU

Sioux Plummer
P.O. Box 21626
Juneau, AK 99802

(907) 586-4144

Term October 1990 - September 1993

Robert Oakley
Director
Georgetown University
School of Law Library - Room 205
111 G Street NW
Washington, DC 20001

(202) 662-9160
Fax # 202-662-9202
E-Mail: ROAKLEY@GUVAX.
BITNET

Sandy Morton
 Director of Government Relations
 Special Libraries Association
 1700 18th Street NW
 Washington, DC 20009

(202) 234-4700
 Fax # 202-265-9317

Mark Vonderhaar
 Electronic Publishing Projects Manager
 Congressional Information Service
 4520 East-West Highway
 Bethesda, MD 20814

(301) 654-1550
 Fax # 301-654-4033

Gary T. Cornwell
 Documents Department
 University of Florida Libraries
 Library West
 Gainesville, FL 32611

(904) 392-0367
 Fax # 904-392-7251
 E-Mail: GARCORN@NERVM

Susan Tulis
 Documents Librarian
 University of Virginia
 Arthur J. Morris Law Library
 Charlottesville, VA 22901

(804) 924-3504
 Fax # 804-982-2232
 E-Mail: SET7C@VIRGINIA

Term October 1991 - September 1994

Beth Duston
 President
 Information Strategists
 814 Elm Street
 Manchester, NH 03101

(603) 624-8208

John H. Weiner
 Director, IASD-EI 23
 Energy Information Administration
 U.S. Department of Energy -Room 2H087
 Washington, DC 20582

(202) 586-6537

Miriam A. Drake
 Dean and Director of Libraries
 Georgia Institute of Technology
 Atlanta, GA 30332-0900

(404) 894-4510

Kay Schlueter
Director
State Law Library
Price Daniel Senior Building
Austin, TX 78711

(512) 463-1722

Honorable Richard J. Varn
State Senator
3163 Sandy Beach Road NE
Solon, IA 52333

(319) 363-9196

Electronic Pilot Projects: An Update

In 1989, the Library Programs Service was assigned the challenge of managing five electronic dissemination pilot projects that had been selected by the Joint Committee on Printing to "...test the feasibility and practicality of disseminating government publications to depository libraries in electronic format." Coordinated by the Manager of the Information Technology Program, with technical assistance from the General Accounting Office, the projects have been all been implemented. Most of the necessary information has been gathered from the publishers, test site libraries, and users. Currently reports on survey results are being readied.

The present status and activities still pending for each pilot project are summarized below.

1. Census Test Disc No. 2 CD-ROM

360 depositories were randomly selected to provide information about experiences and costs with this CD-ROM, as well as with other Census CD-ROMs distributed through the Federal Depository Library Program since 1989. The deadline for return of the data collection instruments to GAO was September 24, 1991.

Pending: Data collection follow-up, preprocessing of survey instruments, computer entry of data, data verification, survey results report.

2. EPA's Toxic Release Inventory CD-ROM

The data collection process is nearly complete. 80% of the 275 randomly-selected depositories to whom the CD-ROM was distributed have returned the completed surveys. Preprocessing of these returns has been accomplished, and they are ready for computer entry.

Pending: Computer data entry, data verification, survey results report.

3. **Congressional Record CD-ROM**

Data collection is complete. 777 libraries indicated that they had CD-ROM equipment. Their information has been keyed into the computer and is undergoing data verification. Preliminary reports of data are being generated.

Pending: Encoding and data entry of some open-ended survey questions on returned surveys, survey results report.

4. **Economic Bulletin Board**

Data verification is nearly complete, and some preliminary reports of data have been generated.

Pending: Survey results report.

5. **Department of Energy**

Data collection is in various stages of completion. Two of the three surveys from the first phase of the project have been collected. The deadline for return of a survey for the second phase was July 17, 1991.

Pending: Completion of data collection for the project's first phase, data collection follow-up for the second phase, preprocessing of surveys, data verification, survey results report.



Defense Mapping Agency Map Printouts: Ignore Them

The Defense Mapping Agency (DMA) recently sent all its map customers, including depository libraries, a computer printout entitled Survey of Automatic Initial Distribution (AID) of Mapping, Charting and Geodetic (MC & G) Requirements. DMA requested that their customers review the printout for accuracy and return it to DMA by November 7. If their customers failed to return the printout, their map selections would cease.

Please ignore this printout and its instructions. Distribution of this printout to depository libraries was inadvertent. In its interagency agreement with DMA, the Library Programs Service (LPS) annually provides DMA with LPS-generated computer printouts of depository additions and deletions to their item number profile, changes of address, etc. These changes become effective each October 1. DMA uses the LPS-supplied printouts to update its distribution files for Federal depository libraries.



Supreme Court Decisions to Appear in File Library System on Bulletin Board

Beginning with the 1991/1992 session, Supreme Court decisions will appear in the **File Library System** of the FDLP Bulletin Board. This new section of the Board will be accessed by choosing the letter "F" from the Main Menu.

The File Library System operation is very similar to that of the SIG section with some definite improvements. In the File Library System the user can perform multiple downloads with one command. In addition, you can now specify a time range for your searching.

Let's look at how the File Library System operates.

From the Bulletin Board Main Menu, choose the letter "F". This places the user in the File Library System. The next menu gives you five choices:

- G - General information
- S - Select a LIB (a unit of information equivalent to a SIG; type "S" for a list)
- F - File directory
- D - Download a file (or just search for one)
- U - Upload a file

Type "G" for General Information. This command gives a general introduction to the File Library System; along with four additional choices. L, K, and C provide additional explanatory information. (Typing "?" at this point will call up the same information screen and the same four choices.) Should you choose "G", those choices are as follows:

- L - Library Information Banks (LIB's)
- S - Selection of LIB's available
- K - Keywords and indexes
- C - Card catalog (reference aids)

Within the General Information option, type "S", or from the File Library menu "GS" (combining search keys works here, as it does in the SIG section). This will prompt you for the name of the LIB you wish to view. You always end up first in the MAIN LIB when you log on to the File Library System. (You can also type "S?" or "GS?" for a list of available LIB's.) In the File Library System, for now, only two LIB's will appear:

Court92.A
Court92.C

Court92.A is a LIB containing all Supreme Court decisions beginning Oct. 1991 in ASCII format.

Court92.C is a LIB containing the slip opinions for the same session. These documents have been compressed into a self-extracting ZIP file. When called up from the Board, they will appear in readable form, but the original compressed file will remain in the system. The use of data compression will considerably shorten downloading time for those libraries with PC compatible equipment.

If you select a particular LIB by using the "S" command (GS from the File Library Menu), you will view a complete description of that LIB, including any limitations on use.

If you select "F" from the File Library Menu, you get a list of all files in that LIB, showing the size of each in bytes, the source of the upload (usually Sysop), and a brief description.

If you select "F" while in the MAIN LIB, you will get a list of all files in the File Library System. The file name will be the same as the docket number for the particular document. This will be the form of the number used for downloading.

Which leads us to: **Downloading**

Upon selecting the Download function ("D" from the Library Menu), you will be provided with a number of searching options. As we said before, supply the file name docket number as it appeared under the heading FILES when you did the Files search.

Keyword searching at this time will be limited to variations on the file number. You can, however search by date, expressed in the following format, MM/DD/YY. Specifying the date in this way will allow you to review all files uploaded since that date. You can also use the number-of-days ago option to limit your search in a similar fashion.

After specifying file number, date or number-of-days-ago, you get a numbered list of files, sorted by keywords. Again these keywords are simply variations on the file number. Below this list, you will see a list of options:

1-5	pick one of the files
F	scan Forward, alphabetically
B	scan Backward, alphabetically
MM/DD/YY	search for files uploaded on MM/DD/YY
-DD	search for files uploaded DD days ago
<filename>	get information on a specific file
<keyword>	keyword search starting somewhere else

When you choose a file to download (a number from the list of five specified above), you will be given the following information on that file: file name (docket number), short description, date, time, size, source (who uploaded), approximate download time, number of times downloaded, and the file's long description. Immediately following this is a list of download protocols, and other options:

L	- List this file, one screen at a time
A	- Download it using ASCII text protocol

M - XModem download	G - YModem-g download (batch)
C - XModem-CIRC download	Z - ZModem download
Y - YModem (1K XMODEM)	ZR - Resume ZModem download
B - YModem Batch	K - Kermit download
S - Search for another file	
R - Review the description of this file	

Again, you can combine search terms in one command, i.e. "D 891853.op L", which will automatically download the specific file, listing it one screen at a time.

As stated earlier, one enhancement of the File Library System is the ability to perform multiple downloads. You can specify a list of files, with the "D" command, for example:

D 89085.* 89200.*

You will then be prompted to choose from among the following five download protocols:

B	-	YModem Batch multi-file download
G	-	YModem multi-file download
Z	-	ZModem multi-file download
ZR	-	Resume ZModem multi-file download
K	-	Kermit multi-file download

Again, using the string capability, you can add your download protocol to your command, i.e. D 89085.* 89200.* Z.

With practice, you will soon be comfortable with the File Library System, and be able to make very efficient use of your connect time in downloading Supreme Court Decisions.



ELECTRONICORNER

Software for CD-ROMs

Question: There are sometimes choices of software for use with Federal Government CD-ROMs. The Bureau of the Census, for example, has developed at least two public domain software programs for use with several of its discs. These programs, designed to accommodate different degrees of expertise and provide different levels of access to the data on the disc, include a basic menu-driven "Go" software, as well as a more sophisticated one called "EXTRACT".

What are depositories doing to make the choices of software accessible to their patrons?

Response: Robert L. Bolin, Reference Librarian at the University of Idaho, contributed the following description of how his library is managing the choice of software for Census CD-ROMs. Thank you, Robert!

At the University of Idaho Library, we have set up CD-ROM workstations. Both the "Go" and "EXTRACT" software used to access Census CD-ROMS are installed on them. We use a shell program named PreCursor which allows the users to select the software they want to run from a menu. Figure 1 shows the menu which gives our users access to the ready reference, or "Go," software.

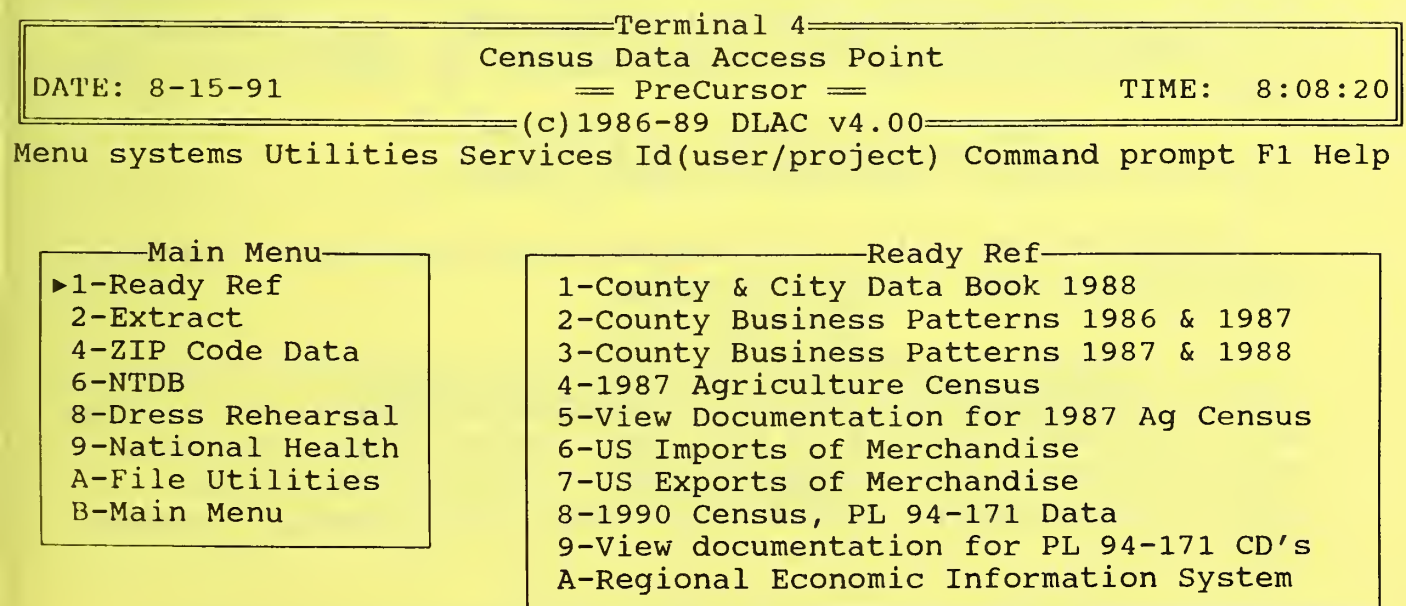


Figure 1

The user selects an option from the right-hand menu and PreCursor starts the search software indicated. On the menu shown on Figure 1, most of the options start "Go" software for a given disk. However, Option 5 causes PreCursor to use a utility program named LIST to show the user the Technical Documentation which is located on the 1987 Census of Agriculture CD-ROM disk.

Terminal 4		
Census Data Access Point		
= PreCursor =		
DATE: 8-15-91	(c)1986-89 DLAC v4.00	TIME: 8:09:16
Menu systems Utilities Services Id(user/project) Command prompt F1 Help		
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Main Menu</p> <p>1-Ready Ref</p> <p>▶2-Extract</p> <p>4-ZIP Code Data</p> <p>6-NTDB</p> <p>8-Dress Rehearsal</p> <p>9-National Health</p> <p>A-File Utilities</p> <p>B-Main Menu</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Extract</p> <p>1-County & City Data Book 1988</p> <p>2-County Business Patterns ...</p> <p>3-1987 Census of Agriculture</p> <p>4-US Imports</p> <p>5-US Exports</p> <p>6-1987 Economic Census</p> <p>7-1990 Census ... PL 94-171 Data</p> <p>8-County Profile from 1987 Econ Census</p> <p>9-View Documentation for the EXTRACT Pgm</p> </div>	

Figure 2

Figure 2 shows the Census disks that the EXTRACT program is available for. (Actually, menu Option 8 runs a different program which produces county profiles using the 1987 Economic Census disk.) It is a good thing that we have PreCursor because the commands to start the EXTRACT software can be involved. On our workstation PC's the command to start the EXTRACT program with one of the Public Law 94-171 Data disks is:

```
c:\census\extract\extract c 1: c:\census\p194171\auxil c:\work
```

By using PreCursor, we have made numerous Census CD-ROM disks - and other CD-ROM disks, as well - available to the public.

Note: PreCursor is a commercial program available from the Aldridge Company, 2500 City West Blvd., Houston, TX 77042. We have used it for several years, and it has served our purposes very well. LIST is a shareware program available from Vernon Bueg, 139 White Oak Circle, Petaluma, CA 94952. LIST does what the TYPE command should have done. It allows the user to view, print, or download a computer file.

The **Electronic Corner** is a place for you, the practicing librarian, to share your handy tips for managing collections and providing public service with the Federal depository electronic products. It is also a place to ask questions of others in your community.

Send both questions and examples of success to:

Jane Bartlett, **Electronic Corner**
U.S. Government Printing Office
Library Programs Service (SL)
Washington DC 20401.



The Federal Depository Library Program

*Bringing
Government Information
To You!*

Table of Contents

Depository Library Council Will Meet in October	1
GPO Phone Numbers to Change October 15	1
Agenda, Fall 1991 Council Meeting	2
Public Printer Names Five to Depository Library Council	3
Members, Depository Library Council, as of 10/1/91	4
Electronic Pilot Project: An Update	6
Defense Mapping Agency Map Printouts: Ignore Them	7
Supreme Court Decisions to Appear in File Library System	8
Electronic Corner: Software for CD-ROMs	11

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, Administrative Notes
U.S. Government Printing Office
Library Programs Service, SLL
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 275-1130